



USE OF THE LIBRARY POLICY

General

The Glencoe Public Library (Library) is dedicated to encouraging the use of the Library by patrons of all ages as a vital center of community life. The Library welcomes all residents and visitors. The Library seeks to provide a safe and pleasant environment to pursue informational and recreational interests. To assist in enforcement of this policy, video surveillance is enabled in certain locations throughout the building. Other policies referenced herein may be found on the Library's website.

Patrons of the Library must abide by the usual norms of courteous, respectful, and considerate behavior in public buildings, which include interaction with library staff and other library patrons, the use of online resources, and the treatment of physical property. The Library will uphold all federal, state and local laws in regard to public behavior. Individuals and groups visiting or using the Library must comply with the Rules of Conduct below.

The Library reserves the right to determine whether any person is in violation of this policy and to require that person leave the Library. Serious or repeated misconduct may lead to restrictions including loss of library privileges for a time period determined by the Executive Director and/or appropriate legal action.

Rules of Conduct

Patrons are prohibited from the following when using the Library:

- engaging in any behavior which could reasonably be expected to disturb other patrons or interfere with the library staff performance of their duties
- fighting, threatening the safety of others, and/or provoking violence
- loud, abusive, threatening, or insulting language or behavior including language or behavior that offends, threatens, or insults individuals or groups based on race, color, gender, age, religion, national origin, sexual orientation, different ability, or other traits
- verbal or physical harassment of any person on library premises, including exposure to inappropriate content on the internet
- defacing, damaging, or stealing library property or the property of others
- littering
- possessing and/or consuming alcohol, recreational or illegal drugs on library premises
- consuming food inside the Library except when offered by the Library as part of an event or program; covered beverages are permitted

- carrying weapons of any type
- smoking in any form inside the Library or within 20 feet of the building (see No Smoking Policy)
- use of incendiary devices such as candles, matches or lighters
- use of cellphones in public spaces above a reasonable volume and/or for more than a reasonable time; patrons unable to do so will be asked to use cellphones outside
- selling products or services or solicitation except when part of a library-sponsored program
- distributing leaflets and/or petitioning inside the library building
- violating the Library's Photograph & Videorecording Policy
- having a foul odor on one's person or belongings that is a nuisance to others or otherwise impedes the use of the Library
- leaving unattended belongings for extended periods, after which they may be subject to removal or confiscation
- riding skateboards, scooters (except for use by persons with disabilities), or bicycles inside the library building

Patron Belongings

Personal belongings may not present a potential health or safety risk for patrons and library staff or inhibit convenient use of library facilities. Items (such as strollers, artist portfolios, and musical instruments) will generally be allowed if they do not obstruct access to library materials or block walkways or other public areas.

Lost, Stolen or Damaged Property

The Library is not responsible for personal items that are lost, stolen or damaged in or on library premises.

Use of Library Regulations	
Adopted	July 17, 1996
Reviewed	
Revised	January 12, 1999; September 20, 2006; January 21, 2010; January 19, 2011; April 17, 2013; October 17, 2018
Patron Belongings Policy	
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Reviewed	November 20, 2019
Revised	
Use of the Library Policy	
Adopted	November 18, 2020
Reviewed	
Revised	January 17, 2024

